



State of Montana Project Management Office

Project Execution and Approval Phase

Final Design Review Checklist Instructions

A checklist for the Final Design Review (FDR). The Final Design Review, part of the Quality Rapid Product Development methodology (QRPD), is held when the majority of the design work has been completed and development testing has occurred. One or more prototypes work well enough that, pending minor design or implementation corrections, the product is ready for approval/QA testing and Development Release to Pilot.

The purpose of the Final Design Review is to give everybody one last chance to review the design and implementation and suggest minor changes ONLY if absolutely needed to meet the Vision... and then to discuss what's still left to do before Development Release to Pilot can be accomplished. The FDR is the last opportunity for optimization and adjustment before the major commitment of transfer to manufacturing for a hardware project. For a software project, the review represents the acknowledgement that it is time for final code freeze before proceeding to internal Alpha or QA testing of the software.

The Design Review should be organized and lead by the project team leader. The team leader should use the following preparation, agenda and follow-up suggestions as a starting point for organizing the review. This review is not just an "engineering" or development review. It should be attended by cross-functional team representatives who speak for their functional areas, ensuring that the final design meets ALL Vision requirements such as manufacturability, ease of installation, etc.

Final Design Review (FDR) Checklist

(Customize by adding your own items and details)

1. What was done? (Huddle around prototype, demonstrate it.)
2. What features were compromised to save time?
3. Does the product meet the specification and performance requirements?
4. Does the product meet current marketing requirements if now new or different?
If not:
 - What changes need to be made?
 - Do these impact the schedule, and if so, should they be done anyway?
5. Is the product able to be manufactured as is? If not:

- What changes need to be made?
 - Do these impact the schedule, and if so, should they be done anyway?
6. Does anyone have suggestions for other minor changes?
 7. What testing has been done? What problems were uncovered? Are we satisfied that testing has been thorough? Have we met our release criteria?
 8. What are the remaining technical hurdles that would prevent timely development release?
 9. Who will do Alpha, Beta and Regulatory testing? When? Are the plans for this testing in place?
 10. What remains to be done for Development Release to Pilot? e.g.:
 - Documentation
 - Manuals
 - Testing
 - Test Engineering/Manufacturing procedures.

FDR Follow-Up:

1. Publish minutes. Project Leader should include which changes have been accepted and declined, and which action items have been assigned.
2. Reconvene if more research is necessary to agree upon the design changes and/or to follow up on the assigned action items.
3. Revise the project schedule if necessary.
4. Meet the schedule.

Administrative Information

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